



**CHICKAGAMI 180 – ORDER OF THE ARROW
BLUE WATER COUNCIL 277 - BOY SCOUTS OF AMERICA
PORT HURON, MICHIGAN
LODGE BYLAWS**

I do hereby promise, on my honor as a Scout, that I will always and faithfully observe and preserve the traditions of the Order of the Arrow, Wimachtendienk Wingolauchsik Witahemui.

I will always regard the ties of brotherhood in the Order of the Arrow as lasting, and will seek to preserve a cheerful spirit, even in the midst of irksome tasks and weighty responsibilities, and will endeavor, so far as in my power lies, to be unselfish in service and devotion to the welfare of others.

Sign Your Name Here

NAME, AFFILIATION, AND AUTHORITIES

- a) **Name and Totem:** The name of this lodge of the Order of the Arrow shall be Chickagami. Chickagami translates as "Large Water"(Chippewa). The totem of this lodge shall be a Standing Brave.
- b) **Affiliation:** The lodge shall be affiliated with the Blue Water Council, Boy Scouts of America, and shall be under the supervision of the Council Executive Board and the administrative authority of the Council Scout Executive.
- c) **Authorities:** The Council Scout Executive, who acts as Supreme Chief of the Fire, the current print of the Order of the Arrow Handbook, the current printing of ceremonial guides, and these lodge rules, when not in conflict with the above, shall govern the activities of this lodge.
- d) **Rules:** the rules of this lodge will be in effect until they are properly amended or nullified.

2) MEMBERSHIP REQUIREMENTS

- a) **Ordeal, Brotherhood, and Vigil:** The requirements of the Ordeal, Brotherhood, and Vigil membership in this lodge shall be as stated in the last edition of the Order of the Arrow Handbook and Guide for Officers and Advisers.
- b) **Induction:** The procedure for the Ordeal shall be as stated in the latest edition of the Order of the Arrow Handbook and the Administrative Guide for the Ordeal.
- c) **Lodge Membership:** A lodge member must be a registered member of the Boy Scouts of America, who holds Ordeal, Brotherhood, or Vigil membership and has paid current lodge dues.

3) THE LODGE CHIEF COUNCIL

- a) **Elected Officers:** The elected officers of this lodge shall be Lodge Chief, Vice Chief of Membership, Vice Chief of Service/Activities, Vice Chief of Ceremonies, Vice Chief of Treasury, and Secretary Vice Chief. All candidates for office must be under the age twenty-one (21) for the entire term of office that they seek. Each Nominee must have all dues fully paid at the time of the nomination in order to become a candidate. The election of officers shall be conducted using the following procedure:
- b) **Nominations:** The Lodge Chief shall, at appropriate times during the Fall Conclave and Annual Banquet, open nominations for elected offices. Elections will be at the Spring Conclave of each year. All candidates must be registered in the Boy Scouts of America and fully paid, plus be a currently dues-paid-up member of Chickagami 180. The nominations will be at the Saturday Breakfast, Saturday Lunch, Saturday Dinner, and at the Sunday Business Meeting. The nominations will be in the following order: Lodge Chief, Secretary Vice Chief, Vice Chief of Membership, Vice Chief of Treasury, Vice Chief of Service/Activities, and Vice Chief of Ceremonies. Candidates for any elected office must receive a nomination and a second. Any member of the lodge under twenty-one (21) years of age may nominate or second. At any given moment, no person shall be a candidate for more than one lodge office. Final nominations for a lodge office are allowed just prior to the election for that office.

- c) The candidate can be nominated for office if not present to accept, if the candidate has talked to the Chief and Adviser and has their approval. The candidate can write up a speech for someone to say or have an audio recording to use if they cannot attend for speeches.
- d) **Speeches:** Each candidate for Lodge Chief shall be given three minutes to speak before the youth membership of the lodge, Candidates for all other offices shall be given two minutes to speak before the youth membership of the lodge. These speech times can be changed, but only if there is a unanimous agreement to change at the time the speech is to be given.
- e) **Votes Required:** to win an election, a candidate must receive a simple majority (one-half plus one) of the votes present and eligible to vote (i.e. youth). The Lodge Chief will refrain from casting a vote in order to function as a tiebreaker if deemed necessary according to the By-Laws.
- f) **If No Candidate Wins:** When a majority is not achieved by any one candidate, the two candidates with the highest totals shall face each other in a run-off election. If neither candidate in a run-off election receives a majority, the Lodge Chief shall announce to voting members that one more ballot will be taken to decide the election. If another deadlock occurs the Lodge Chief will vote as a tiebreaker.
- g) **Position Descriptions:**
 - i) In standing for election, all candidates commit to attend lodge and committee meetings respective to their responsibilities and to attend and assist in lodge conclaves.
 - ii) Candidates agree to present themselves for such training as is deemed necessary by the Lodge Executive Committee in order to learn and develop themselves to best fulfill their elected role.
 - iii) **Immediate Past Lodge Chief:** The immediate past Lodge Chief is a member of the Lodge Executive Council and has full voting rights. This is intended to provide continuation of the previous Chief's experiences and leadership skills.
 - iv) **SEE ADDENDUMS FOR POSITION DESCRIPTIONS**
- h) **Term of Office:** Lodge Officers shall be elected at the close of the Spring Conclave and installed at that time.
- i) **Absence of the Chief:** In the absence of the Chief, the Secretary Vice Chief, followed by Membership, followed by Activities/Service, followed by Treasurer will act in place of the Lodge Chief. This chain of command allows for orderly conduct of Lodge business.
- j) **Resignation of an Elected Officer:** If any elected officer resigns, the lodge elected officers may elect a qualified member to complete the term of office. If it is so decided, one or more members of the Lodge Executive Council may "step up" to fill the gap left by the resigning officer. Notification of an officer's resignation/removal will be made as soon as possible by the Chief (or Acting-Chief), Lodge Adviser, and/or the professional Staff Adviser. The Supreme Chief of The Fire (Scout Executive) has the ultimate authority to remove an officer or adviser for cause.
- k) **Dereliction of Duty:** If an officer is not doing his job as described in the By-Laws, the following disciplinary actions can be taken;
 - Verbal Warning

- Written Warning
 - Lodge Executive Board Review
 - Action may be taken by the Council Board and/or the Scout Executive or Council President
- l) **Lodge Adviser:** The lodge adviser is by appointment of the Supreme Keeper of the Fire.
- m) **Adult Advisers:** Adult Advisers are recruited jointly by the Lodge Adviser with input by the Chief and appointed by the Scout Executive. NOTE: Adult Advisers are appointed by the Scout Executive and the Lodge Adviser. The Chief has input, but does not rule on those appointments.
- n) **Appointed Vice Chiefs and Chairs**
- i) Vice-Chief: Vigil Committee/Awards
 - ii) Vice-Chief: Trading Post
 - iii) Vice-Chief: Commissary *Not currently filled*
 - iv) Vice-Chief: Ceremony Equipment *Not currently filled*
 - v) Chairman: Camp Promotions *Not currently filled*
 - vi) Chairman: Elections

4) THE LODGE CHIEF COUNCIL

- a) **Composition:** the Chiefs Council shall be composed of the elected officers and appointed Vice Chiefs.
- i) **Elected Officers:** Lodge Chief, Secretary, Treasury, Membership, Activities/Service, and Ceremonies.
 - ii) **Appointed Officers:** listed above (Section 3n).
- b) **Advisers:** The Chiefs Council Advisers are the scout Executive, the Lodge Staff Adviser, the Lodge Adviser, and the respective Lay Advisers for each Vice Chief Position, (i.e. Treasurer, etc.). The Supreme Keeper of the Fire, Deputy Supreme Chief of the Fire, and Staff Adviser: Chief of the Fire.
- i) Advisers are to be in regular contact with their assigned Vice Chief, Lodge Adviser, and others as appropriate to ensure timely and complete results.
- c) **Attendance:** It will be the responsibility of each Chief and Adviser to attend the appropriate Chiefs Council meeting. In their absence, they may delegate another qualified member to represent them in their absence at any meeting. They are also expected to have regular attendance and/or delegated coverage for committee meetings related to their sphere of responsibility.
- d) **Advisory Members:** Section Conclave Committee, NOAC (National Order of the Arrow Conference), and all Ad-Hoc Committees.
- e) **Chiefs and Committee Chairmen:** Chiefs and committee chairs must be under the age of twenty-one (21) the entire term of office. The Lodge Adviser may select one or more adults to advise committees at his/her discretion.
- f) **Committee Chairmen:** The Lodge Chief shall appoint all committee chairs. A chair may be replaced when the Lodge Chief deems it necessary. All chairs report to the Lodge Chief, Meetings will be scheduled for the upcoming year prior to the end of the current calendar year. The ideal time to present the new schedule is at the annual meeting,

Council's of Chiefs meetings are scheduled at the discretion of the Chief with ten (10) days advance notice.

- g) **Lodge Chiefs Council Voting Privileges:** Only members of the Chiefs Council serving as chairs of voting committees (as outlined in the Lodge Chiefs Council Composition) and the Vice Chiefs shall have the power to propose, second, and vote on motions at the Chiefs Council Meetings. A majority vote of the voting Chiefs Council members present shall be required for the passage of any motion.
- h) **Lodge Chiefs Council Responsibilities:**
- Approving all lodge expenditures over \$100.00(One Hundred Dollars) and any amount the lodge wishes to spend which is beyond their current available funds. Spending beyond current available funds requires prior written agreement of the Supreme Keeper of the Fire (Scout Executive). EXAMPLE: the lodge may wish to sponsor an event that needs seed money in excess of their treasury. The Scout Executive may approve a draw on council funds pending receipt of fees, dues, etc.
 - In order to supply the Trading Post for the Conclave, \$600.00 worth of food, sashes, books and other miscellaneous supplies are needed. The lodge, with approval of the Scout Executive, may set up a dollar amount for a par level inventory to cover such specific events and consider that type of expenditure pre-approved and routine. The Lodge Adviser, Staff Adviser, and Trading Post Adviser are authorized and pre-approved to stock the Trading Post for each Conclave and Event.
 - Approving a lodge calendar at the start of each year. January 1 through December 31.

5) LODGE MEETINGS AND EVENTS

- a) **Official Decisions:** Official decisions of the lodge shall be made at lodge general membership meetings and at Lodge Chiefs Council meetings. Any lodge member is welcome at any meeting and may be heard at the discretion of the Chief. Only youth members in good standing as defined by this document are eligible to vote.
- b) **General Membership Meetings:** The lodge shall hold at least one general membership meetings per year. Such a meeting can be called at any time with ten (10) days notice.
- c) **Lodge Chiefs Council:** The Chiefs Council shall meet monthly unless otherwise decided by the voting members of the Chief Council.
- d) **Special Meetings:** Special meetings of the Lodge Chiefs Council or general membership may be called at any time by the Lodge Chief or Supreme Keeper of the Fire. Members shall be informed at least ten (10) days in advance of any such meeting.
- e) **Age Requirement for Voting:** In any decision of the lodge, including those made by committees, only members of the lodge under the age of twenty-one (21) shall have the power to propose, second, and vote on any motion.
- f) **Voting Method:** the Lodge Chief has discretionary power to choose whether the ballot shall be by voice recognition.
- Ayes or nays carry
 - Hand Counting
 - Secret Ballot
- i) Only authorized voting members present may cast ballots. No proxy ballots are acceptable.

6) CLARIFICATIONS AND RULINGS

- a) **Drug and Alcohol Ruling:** The purpose of this rule is to promote the ideas of Scouting and to eradicate any responsibility the lodge may have because of an individual's actions. It will be in effect at all lodge functions and will be used when a situation involves intoxicants, illegal drugs, or tobacco products.
- i) Any lodge officer under the influence of or in the possession of a controlled substance and/or alcohol product will be immediately removed from office. He will be replaced as stated in "Resignation/Removal of an Elected Officer".
 - ii) There will be no refund of fees or dues to the offender. If a minor is found to be under the influence or in possession of a controlled substance or alcohol product (NOTE: a minor as specified under State Law)
 - For the first offense, the boy's parents will be notified, and he will be sent home at his own expense.
 - After the second offense, he will be sent home and suspended from the lodge for six (6) months.
 - The Lodge Chiefs Council will decide further actions.
 - iii) If an adult is found to be under the influence of or in possession of a controlled substance or alcohol:
 - He will be kept under the observation until it is safe for him/her to travel. He will then be asked to leave.
 - After the second offense, the adult shall face immediate expulsion from the lodge.
 - iv) The Scout Executive shall be notified within 48 hours on all offenses.
 - v) The accused person has the right to appeal to their Council Scout Executive.
- b) **Smoking Clarification:**
- i) Smoking is strictly prohibited for minors.
 - ii) Adults are asked to refrain from smoking within any vehicle when there are any youth in the vehicle. This is for any lodge event.
 - iii) Smoking in buildings on any Boy Scout facility is strictly prohibited.
 - iv) Silver Trails is smoke free as of January 1, 2010.
 - v) In road trips lasting more than two hours, a smoker may request that a stop be made once every two hours. The smoker may then smoke at this stop, so long as the above rules are met.
- c) **Hazing Ruling:** Hazing in any form is strictly forbidden. Any action that fits the current definition as set by national is to be dealt with in the following manner. Any person caught hazing will be put before the Lodge Chiefs Council, Lodge Adviser, or Scout Executive facing expulsion from the Order of the Arrow. These bodies will hear evidence concerning the incident and make a judgment based on that evidence.

7) FUNDS

- a) **Dues:** Dues are \$10 a year. If paid before or at the Annual banquet they are \$8.
- i) All members must have their dues paid in full by March 31 of each year or they will be considered lapsed and will be dropped from the lodge roster.
 - ii) Officer Candidates must have their dues paid prior to being nominated for election.

- iii) The dues structure can be altered as deemed necessary by the Lodge Executive Committee.
 - iv) **Membership Accounting Procedure:** the Treasury and Membership Vice Chiefs will collectively work to maintain an accurate and up-to-date list of paid members and a list of lapsed members to avoid any confusion relative to drops.
- b) Lodge Fees:**
- i) Dues are described above (Section 7a)
 - ii) Conclave Fee: The conclave fee is \$11.00
 - iii) Ordeal Fee: Ordeal Candidates or members transferring from other lodges during the Spring Conclave will pay full dues for the year. Those who transition during the Fall Conclave will not have dues assessed for the balance of the fall year due to the limited program. The year's dues payment will be effective for January 1 of the following year.
 - (1) Dues are \$22.00.
 - (2) This amount includes book, sash, and food at the conclave.
 - iv) Brotherhood Fee: The fee is \$28.00, includes dues, food, Conclave fees and sash.
 - v) Vigil Fee: The structure for Ordeal, Brotherhood, and regular membership will be set each budget cycle and will carry throughout the upcoming year. Vigil expenses are borne by the Lodge, as this is an honorary position. Vigil members must pay dues.
 - vi) An ordeal candidate in the spring conclave will have his/her dues for the current year included in the Ordeal Fees. An Ordeal candidate in the fall conclave will have dues for the balance of that calendar year, plus the entire following year, considered prepaid as part of the Ordeal Fee. This means that the Fall Conclave candidates will receive several months of "free" membership. This reflects the fact that most of the activities of the lodge occur during the summer months and is intended to be an incentive to increase Fall Conclave activity. All conclave fees will be set in January of the current year. This will reflect current prices for sashes, handbooks, and flaps.
 - vii) Reinstatement Fee: A former Order of the Arrow member, more than 18 months in arrears in paying dues, who is a member of the Boy Scouts of America in good standing, can rejoin the Order of the Arrow by paying the current year's dues to the council's OA lodge per National OA policy.
 - viii) Life Membership for Chief: OA national rules do not permit honorary or life memberships. The Vice Chief of Membership and Vice Chief of Treasury will maintain a separate listing of past chiefs who are still registered within the Council. They are to be considered fully dues members, with the funding for same to come from the general treasury. This provision applies only to those who remain active within the Lodge according to B.S.A. rules. Lodge Executive Committee will vote on whether or not the past chiefs have been active at the December meeting. Persons who move away, or otherwise are not eligible to be Lodge members, cannot be afforded this honor. Those who are qualified will be carried on the roster as paid. The Treasurer and Membership Vice Chief must footnote carefully to make sure we are in full compliance. There may be former professionals (i.e. retired ranger, etc.) who wish to keep up on local lodge affairs. That data can be kept in a separate file, and they can be forwarded mailings and information as it becomes available at no charge.

8) AMENDMENTS OF THE LODGE RULES

- a) **Proposing Amendments:** Any lodge member under the age of twenty-one (21) may propose amendments to those lodge rules. The proposed amendment must be signed and submitted to the lodge executive board at least on (1) week prior to the meeting so that the executive board will have time to reflect upon the content.
- b) **Preliminary Approval:** The proposed amendments shall first considered by the Lodge Executive Board and the Supreme Keeper of the Fire (Scout Executive). If the Supreme Keeper of the Fire and a majority of the Lodge Executive Board approve the amendments, they shall be submitted to the general membership for final approval.
- c) **Final Approval:** Final Approval of the proposed amendments shall be considered at a lodge general membership meeting. The lodge general membership shall be notified in a mailing at least ten (10) days before the vote. All members under the age of twenty-one (21) shall be eligible to vote. A majority vote shall be necessary to pass the amendments.

9) ADDENDUMS AND CLARIFICATIONS OF THE LODGE RULES AND BYLAWS

- a) The Bylaws may have certain attachments, which clarify or define the current practice or requirements in a given area. Any addendum and clarification is to be attached to the Bylaws only after it has been voted upon by the Chiefs Council.

10) ADDENDUM #1

a) Table of Organization

- i) Supreme Keeper of the Fire
- ii) Lodge Chief
 - (1) Vice Chiefs
 - (a) Secretary
 - (b) Treasurer
 - (c) Membership
 - (d) Activities/Service
 - (e) Ceremonies
 - (f) Vigil Committee
 - (g) Trading Post
 - (h) Camping Promotions
 - (i) Commissary
 - (j) Ceremony Equipment
 - (2) Committee Chairs
 - (3) Advisers to the Lodge
 - (a) Deputy Supreme Keeper of the Fire
 - (i) Lodge Advisers
 - (ii) Staff Adviser
 - (iii) Advisers to the Vice-Chiefs
 - (iv) Advisers to the Committees

11) ADDENDUM #2

a) Camperships:

- i) The lodge, at its discretion, may approve camperships to be awarded to deserving Scouts who demonstrate financial need. The mission is to improve camping participation at Boy Scout summer long-term camp.
- ii) The Chief will coordinate the protocols with the appropriate Adviser staff.
- iii) Any dollar amount that is to be available will be included as part of the budget approved each fiscal year.
- iv) No Scout may draw more than one campership per year.
- v) The campership will be awarded after approval and the Scout has shown receipt of payment.
- vi) Report to the lodge and the Blue Water Council Executive Board of the dollar amount of funds disbursed will be made.
- vii) This announcement will not include names of individuals but statistical data, and if deemed appropriate the Troop or Crew Number.
- viii) Record keeping will be the responsibility of the Vice Chief Treasurer.
- ix) Copies of notifications, awards, and disbursements will be made part of the lodge's historical archives.
- x) Campership "Points" – To apply for a campership you must accumulate the set amount of 'points' for the year. These numbers will be set and announced at the Annual Banquet held in January. The Treasurer and Activities/Service Vice-Chiefs will maintain a column(s) on the database or a separate database of these events and who attended and how long they provided "Cheerful Service". An application will be made available and must be filled out and sent to the Activities/Service and Treasurer Vice Chiefs.

12) ADDENDUM #3

a) Induction of Chiefs:

- i) "You are now about to take upon yourself the solemn obligation of your office, which we trust will never be broken. You will now raise your right hand in the Scout sign and repeat this oath stating your name after the word 'I'"
- ii) "I.....| Do hereby promise| on my honor as a Scout| that I will do my best| to fulfill the duties| of the office to which I have been elected| I will always keep my actions| in the best interest| of the lodge arrowmen and in the spirit| of the Scout oath, law and the obligation| of the Order of the Arrow.| To this I pledge my sacred honor."

13) ADDENDUM #4

a) Additional Suggested Expenses: (Approval Subject to Lodge Executive Committee)

- i) The lodge has, in the past, approved payment for 2 youth (preferably Lodge Officers who are eligible for election) and 1 adult to attend NLS and NLATS.
- ii) While fulfilling the duties of Lodge Chief, which requires him to be a member of the Council Executive Board, there may be expenses incurred. (i.e. Board meetings taking place at a restaurant, the usual cost is from \$6-\$15)
- iii) \$1000.00 Endowment in name of a Lodge Member and \$250 Friends of Scouting.

POSITION DESCRIPTION
VICE CHIEF OF VIGIL COMMITTEE:

- I. The Vigil Committee will be led by the Vigil Committee Vice-Chief; The Vigil Committee will consist of a minimum of 5 arrowmen. If the required number is not met for the committee, the nominations will be brought before the lodge membership.
- II. The members of the Vigil Committee will be recommended to the Supreme Chief of the Fire for approval. Their deliberations and decisions must occur at least two months prior to the conclave so that all supplies and approvals can be obtained from National.
- III. The Committee will use the requirements outlined in the Field Operations Guide of the Order of the Arrow and any bulletins or updates that apply. Version 2008 page 31.
- IV. The deliberations and the outcome are to be shared only with the senior leadership in keeping with the spirit of call-out during the conclave.
- V. The books and materials for the Vigil process are restricted and will be kept in the Council office and not subject to general view.
- VI. The listing of Vigil candidates will be recorded on an ongoing basis for the purpose of Archives and publication in the various newsletters available.
- VII. The Vigil announcement letter for selected candidates will be sent out under the responsibility of the Vigil Committee Vice Chief and the Vigil Adviser A copy of the letter is to be maintained in the computer files at the office.
- VIII. A nomination form will be made available at the Council office. Nominations will be discussed from these forms or names brought up by the committee itself.
- IX. Committee members do not have to be Vigil, but to be on the committee they must waive their eligibility for that year.
- X. The Vigil Adviser will be chosen according to 3.(m) with a limit of two terms of two years each.

OPERATIONS UPDATE 09-2
From National Order of the Arrow Committee

Voting in the Order

OA policy related to voting on lodge matters is clearly stated in the following citations:

- Guide for Officers and Advisers, page 31, Choosing Vigil Honor Candidates states: “In selecting Vigil Honor candidates, the lodge nominating committee may reach agreement through consensus, without a formal vote. However, if a vote is taken in order to select Vigil Honor candidates, only those members younger than 21 may vote, as in all OA matters.”

POSITION DESCRIPTION

LODGE CHIEF:

This position wears Class A uniform and sash when representing the Lodge, unless Class B's are specified.

The Lodge Chief's responsibilities include the following:

- I. Keeps a copy of all lodge operations and activities. Originals, as well as any electronic data, are to be kept in the Scout Service Center. Copies and access may be available to approved personnel, but, in no case, are the originals to be taken out of the office.
- II. Responsible for planning and conducting lodge activities. Is to attend Section Council of Chief meetings and encourage the participation of other Vice Chiefs and interested Lodge members.
- III. Attends Blue Water Council Executive Board meetings. (If excused absences are necessary, will arrange for an alternate Vice Chief to attend.)
- IV. Responsible for adherence to the program and policies of the lodge. Will utilize the Field Operations Guide of the Order of the Arrow and all National and Regional rules and appropriate revisions to same that occur.
- V. Will assure that the charter renewal and the Quality Lodge applications are done on a timely basis and in appropriate manner (i.e. these tasks should be done during the first week of December). Utilizes appropriate tour permits, gets applications in on time (i.e. NOAC/NLS), uses approved forms to minimize confusion and uses standard B.S.A. and O.A. materials wherever applicable to minimize turmoil and promote efficiency.
- VI. Reminds lodge officers and committee chairmen to attend meetings of lodge operating committees related to their assignments.
- VII. Undertakes lodge service projects with the advice and approval of the Lodge Adviser (i.e. Scout Sunday, National Day of Service, camp cleanup, etc.).
- VIII. Promotes correct wearing of the Scout uniform by personal example and special education programs (i.e. Class A uniform where indicated.)
- IX. Oversees the process of unit contacts for lodge and camping promotion.
- X. Appoints committee chairs and non-elected Vice Chiefs (i.e., Vigil, Trading Post)
- XI. Recommends the Vigil Honor Nominating Committee to the Supreme Keeper of the Fire and Lodge Adviser with the assistance of the Vigil Vice Chief/Chairman.

- XII. Represents the lodge in outside events in a positive manner and works closely with the program and camping committees to support their mission in a manner that reflects positively on the Lodge as the Honor Society of Scouting.
- XIII. Is responsible for the proper operation of all lodge functions, committees, and chapters.
- XIV. Supervises the activities of the Lodge council (Vice Chiefs, committee chairmen). Special emphasis needs to be put on meeting timely objectives, such as a Lodge calendar, budget, and communications such as the Standing Brave, and The Bridge, and appropriate mailings for dues, Conclaves, etc., as outlined in the various position descriptions.
- XV. Appoints Ad Hoc committees as needed.
- XVI. Responsible for making sure that each Lodge Chiefs Council members is accomplishing goals, has the needed resources, and is fulfilling his obligations.
- XVII. Will have regularly scheduled Key Three meetings that are utilized to resolve any open issues, engage in long range planning, and coordinate activities and services f the Lodge.
- XVIII. Sees that agendas are prepared prior to meetings and coordinates reports such as Treasury, committee follow-through, minutes, etc.
- XIX. Is to create an article for each issue of the Council newsletter (The Bridge), and the Lodge newsletter (The Standing Brave).
- XX. Will develop and maintain a list of short and long term goals and objectives for the lodge and review them and set priorities at each lodge council meeting.
- XXI. In the event the Lodge Chief is elected Section Chief, the Lodge Chief will call a special meeting to elect a new Lodge Chief within 30 days.

CONCLAVE RESPONSIBILITIES – Will work with the Service/Activities Vice Chief on the following.

- XXII. Is responsible for the coordination, development, and delivery of a quality Spring and Fall Conclave, with the assistance of the Service/Activities Vice-Chief.
- XXIII. Develops a written plan, or coordinates a committee to write a plan that is prepared sufficiently in advance of events to provide the best experience for all attendees. There must be emphasis on preplanning well before the event so that everything is done on a timely and complete basis. This involves assurance that Lodge flaps, orientation books,

pamphlets 1-8, sashes, membership cards, etc., are ordered well in advance, preferably two months prior to the event.

XXIV. Will work with Ranger, Advisers, and Council Committees to determine work projects for conclave. Fliers should indicate what types of projects are planned so people can dress and bring appropriate tools.

POSITION DESCRIPTION
LODGE SECRETARY:

This position wears Class A uniform and sash when representing the Lodge, unless Class B's are specified.

The Lodge Secretary's responsibilities include the following:

- I. Keeps a copy of records of all lodge operations and activities. Originals are to be kept in the Scout Service Center, as well as any electronic data. Copies and access may be available to approved personnel, but, in no case, are the originals to be taken out of the office.
- II. Responsible for general Lodge correspondence, except those items that are specifically delegated to various Vice Chiefs.
- III. Sends notifications for all Lodge Chief Council meetings (i.e., postcards, etc., in a timely manner).
- IV. Will develop an annual calendar that is submitted during November/December for approval to be distributed in January covering the 12 normal calendar months. Said calendar is to be given out to Ordeal candidates at the Conclaves and also maintained on the bulletin board at the Council office and on the Website. The same applies to a roster of current officers and advisers.
NOTE: This must be updated as elections and as any changes occur and will reflect full data (i.e., name, address, cell phone, home phone, work phone, e-mail, pagers, and other methods that may evolve.)
- V. Works with Lodge Chief and advisers in preparation of the agenda and minutes for all meetings, especially as a result of developments from the Key Three meeting.
- VI. Responsible for duplication of needed materials.
- VII. Creates the final product of the Lodge newsletter *The Standing Brave*.
- VIII. Assures that secretarial supplies, such as letterhead, envelopes, postage, etc., are available in sufficient quality and arranges for reorder through appropriate Lodge and Council channels. Makes budget recommendations relative to secretarial supplies and other items that are needed.
- IX. Keep track of service hours for Quality Lodge calculations with assistance of the Vice Chief of Activities/Service. Service hours will include those spent at Conclave, plus other events such as operating the Trading Post, assisting with Cub Scout and Scout events, and camp clean-up.

- X. Reports to the Lodge Chief. Assists Vice Chiefs in processing bulletins, letters, and reports that are ideally kept on computer file through the service center requiring only nominal updating.
- XI. Put out minutes within 10 days after the meeting being reported. A master file is to be maintained in hard copy at the office as a reference and is not to be removed. Electronic and hard copies may be accessed by approved personnel (i.e., Arrowmen, professional staff, etc.)
- XII. The Lodge newsletter must be published at least quarterly each calendar year according to an approved schedule. All submissions must be proofread through the professional office staff to assure that key elements, such as who, what, when, why, how and where, are addressed appropriately. Such lead time as is necessary is to be built into any time lines.
- XIII. The mailing list for the Brave is generally current members, plus any that are deemed appropriate by senior leadership (i.e., Section Chief, Adviser, and members who have not paid but whom we are trying to encourage re-activating themselves).
- XIV. Electronic mail can be utilize as technology permits (i.e., for messaging and sending minute to Vice Chiefs and Advisers and potentially to all members for updates as to lodge meetings, agendas, etc.)
- XV. Administrates the Lodge website – Chickagami.org, and the Lodge Facebook Page - Chickagami 180.

POSITION DESCRIPTION
LODGE TREASURER:

This position wears Class A uniform and sash when representing the Lodge, unless Class B's are specified.

The Lodge Treasurer's responsibilities include the following:

- I. Keeps a copy of records of all lodge operations and activities. Originals are to be kept In the Scout service center, as well as any electronic data. Copies and access may be available to approved personnel, but, in no case, are the originals to be taken out of the office.
- II. Assumes the responsibilities of the Lodge Secretary in his absence.
- III. Supervises Lodge Finances:
 - Prepares a monthly financial statement and detailed quarterly budget and updates records to be maintained in hard copy, as well as electronically. The hard copies are to be kept in the Council office and not removed.
 - The financial statement for each month is to have handwritten entries to clarify any that are not clearly obvious as to content and purpose (i.e., an expense for food needs to be identified as for visiting Ceremonies team training session from Clinton Valley Council, for example).
- IV. Responsible for the distribution of all lodge funds, with the approval of the Lodge Staff Adviser (including the acceptance of all charges and receipts).
- V. Keeps records of all income and expenditures in the lodge ledger.
- VI. Supervises the preparation of the annual lodge budget. It is due no later than the December meeting for a membership vote for approval. Routine and repetitive expenses are to be built in. Semi-Annual, or other non-annual expenses, need to be footnoted appropriately (i.e., NOAC/NLS, training, etc.).
- VII. Works with Membership Vice Chief to assure that as dues are paid the membership roster is updated.
- VIII. Works with Activities/Service Vice Chief to construct a database of service 'points' logged by arrowmen.
- IX. Is to send out appropriate notices in the Brave and Bridge as to when dues are required and will utilize letters and other available means to address information to Arrowmen relative to dues payment and/or when they may lapse for non-payment.
- X. Reports to the Lodge Chief.

POSITION DESCRIPTION

LODGE VICE CHIEF OF MEMBERSHIP:

This position wears Class A uniform and sash when representing the Lodge, unless Class B's are specified.

The Lodge Vice Chief of Membership's responsibilities include the following:

- I. Keeps a copy of records of all lodge operations and activities. Originals are to be kept in the Scout service Center, as well as any electronic data. Copies and access may be available to approved personnel, but, in no case, are the originals to be taken out of the office.
- II. Will provide regular reports upon request of the Lodge Chief/Adviser
- III. Will be a critical part of the preparation in November and early December of the charter renewal kit.
- IV. Will maintain current roster of members and roster of lapsed who are potentially eligible for reinstatement or return to the lodge. Will have a clear roster available for Conclaves to assist in verification of status for elections and participation of Lodge events. Only fully paid and B.S.A. registered members can participate.
- V. For Conclaves, will send out letters to Brotherhood eligible members at least six weeks prior to each event so that they may be encouraged to go through the conversion. Sample letters to be maintained in hard and electronic copies in the Scout service Center.
- VI. Will coordinate with Blue Water Council Staff in learning to utilize the membership software in the computer.
- VII. Is accountable to see that coordination with the Treasurer occurs utilizing receipts to track new members, changes in status, lapsed status, transfers, etc.
- VIII. Will maintain such records relative to Conclaves, Section Conclaves, etc., so that there will be historical tracking of attendance and participation over extended periods of time.
- IX. Will prepare comparative data upon direction of the Lodge Chief and/or Adviser
- X. Will work with the Elections Teams as the Elections Team Chairman.
- XI. Will write articles for the Bridge and Brave as needed.

**POSITION DESCRIPTION
ELECTIONS TEAM CHAIRMAN**

– Fulfilled by Membership Vice Chief or Chairman appointed by Lodge Chief

XII. The team is to maintain a spreadsheet for all the Troops indicating which units want elections or not, and what time of year, the location, etc; along with the Scoutmaster's name and the time. The results of the election are to be on the spreadsheet, as are indications as to when the call-out is to occur.

XIII. The Vice Chief of Membership acting as the Elections Team Chairman will maintain the appropriate forms and submit same for youth and adult candidates into the Scout Service Center on a timely basis.

XIV. The Vice Chief is to see that the acceptance letter is either given out or mailed to the Ordeal candidates selected.

XV. The information of those elected is to be routed to the membership database from the election database to assure that they are logged correctly when they go through the ordeal.

POSITION DESCRIPTION

LODGE VICE CHIEF OF SERVICE/ACTIVITIES:

This position wears Class A uniform and sash when representing the Lodge, unless Class B's are specified.

- I. Keeps a copy of records of all lodge operations and activities. Originals are to be kept in the Scout service Center, as well as any electronic data. Copies and access may be available to approved personnel, but, in no case, are the originals to be taken out of the office.
- II. Is expected to attend and participate in all conclaves and be at the conclave site for the duration.
- III. Is to coordinate planning and logistics with Vice Chiefs and Lodge Advisers, especially in areas of budget.
- IV. Promotions in the newsletters. Articles are to be to the Secretary by the deadlines denoted in time for thorough proofreading.
- V. Mailings and unit presentations relative to conclaves are the responsibility of the Vice Chief, especially fliers that denote the cost, where it will be held and when, time frames, and agendas for the activities as appropriate.
- VI. Will also coordinate activities such as Fall Fellowship, Camp Cleanup, National Day of Service, in coordination with the Chief.
- VII. Will coordinate the Elangomats process and assure that there are sufficient Brotherhood members who qualify to conduct this service. The Elangomat patches will be sold through the Treasurer only to those who qualify.
- VIII. Will work with Ranger, Advisers, and Council Committees to determine work projects for conclave. Fliers should indicate what types of projects are planned so people can dress and bring appropriate tools.
- IX. Works with Vice Chief of Ceremonies, Trading Post, Membership, and Treasurer to assure that appropriate staff, materials, cash and supplies are on hand on a timely basis.
- X. Coordinates a written plan that is prepared sufficiently in advance of events to provide the best experience for all attendees. A checklist for the time lines of events to occur prior to the Conclave, as well as during the Conclave itself, is to be well established and copies distributed to the appropriate Vice Chiefs and Advisers
- XI. May delegate certain tasks, but is ultimately responsible for follow-through and quality program delivery.

POSITION DESCRIPTION

LODGE VICE CHIEF OF CEREMONIES:

This position wears Class A uniform and sash when representing the Lodge, unless Class B's are specified.

- I. Keeps a copy of records of all lodge operations and activities. Originals are to be kept in the Scout service Center, as well as any electronic data. Copies and access may be available to approved personnel, but, in no case, are the originals to be taken out of the office.
- II. Is responsible for all selection of guides, torch bearers, and appropriate staff for the Lodge readings, especially at Conclave.
- III. Is to train and monitor the skill and commitment of the lodge members involved in the ceremonial teams and to assure that they have memorized their presentations, rather than read them.
- IV. Is to work closely with the Treasurer to make sure the items belonging to the lodge are maintained in good order and available when needed and recommend money that needs to be spent through the budget process when the budget is prepared in late fall of each year.
- V. Is to assure that the equipment is maintained in a clean and orderly method (i.e., drums repaired and costumes be clean and stored appropriately).
- VI. Is to coordinate with the Lodge Adviser for the continuation development and training of team members.
- VII. Will assist the Lodge Chief in presentations, planning for and presenting awards at annual banquet and other similar events.
- VIII. Will assist with Packs and Troops that require assistance and training for Blue and Gold Banquets, Courts of Honor, etc.
- IX. Assists the Lodge Chief with carrying out the Bi-Annual Conclaves.

POSITION DESCRIPTION

LODGE VICE CHIEF OF THE TRADING POST:

This position wears Class A uniform and sash when representing the Lodge, unless Class B's are specified.

- I. Keeps a copy of records of all lodge operations and activities. Originals are to be kept in the Scout service Center, as well as any electronic data. Copies and access may be available to approved personnel, but, in no case, are the originals to be taken out of the office.
- II. Operates the trading post in conjunction with events taking place at Silver Trails in a business-like manner.
- III. Provides and trains adequate youth OA members to properly staff the trading post during its operation. Schedule staff on a rotating basis so there will be free time for all members. Coordinates adult staff help as needed.
- IV. Leads the trading post staff in keeping the area clean and orderly during the operating hours.
- V. Keeps an inventory of lodge properties and handles the sale of insignias and supplies at lodge events and monitors the sale of insignia supplies, etc, in coordination with the Treasurer Vice Chief and Adult Advisers
- VI. Upon completion of event, the Trading Post Vice Chief and his adviser count and record the total money taken in. After taking out the "starter change" (as defined by the Scout Executive) for the next event, the receipts are verified by the Trading Post Vice Chief and the adult Adviser and turned over to the Trading Post Vice Chief adviser to be turned in to the Council office for deposit into Custodial Account 2371 (O/A) and receipted as such (in writing).
- VII. In all of the Trading Post activities, the Vice Chief works in concert with the Lodge Chief and with his Adviser
- VIII. Will create a calendar for the normal year (January through December) indicating which events are to be staffed and assuring that there is at least two staff members in the post at all times. Additional people loitering, whether from the Lodge or not, is not acceptable.
 - **Staffed dates should include:** Spring and Fall Conclave, Camp Cleanup, Klondikes, Mom + Me, Dad + Lad, Spring and Fall Camporees, Archery Shoots, and any other Council and Order of the Arrow Events at camp.
- IX. The Staff Adviser, Lodge Adviser, Trading Post Adviser are preapproved to stock the Trading Post for each conclave and event.

**POSITION DESCRIPTION
CAMP PROMOTIONS CHAIRMAN**

This position wears Class A uniform and sash when representing the Lodge, unless Class B's are specified.

- Takes the lead in developing and maintaining the “Where To Go Camping” book to be distributed through the council office under the auspices of the lodge. A copy of the book should be provided at no charge to all Troops and units. Additional copies may be offered for sale at the Scout Service Center, with the price determined by the lodge. The book and any camp promotion materials may, at the discretion of the lodge, be transferred to compact disk, video tape and/or other electronic means such as the web.
- Will interact with units to provide presentations for camp promotion, utilizing such events as Scout Sunday, etc.
- Will work closely with council groups which have a mutual interest in promoting camping, such as Commissioner Corps, Program Committee, District Committee, etc.
- Will work with Elections Chairman to have camp promotions material available at unit elections.
- Will coordinate promotion of Order of the Arrow High Adventure and camperships.
- Will coordinate the DeCoursey award presentation at the Council of Chiefs’ meeting. This entails camp promotion materials, a speaker, and the coordination of such youth judges as required by the COC.
- Will work closely with the council personnel in obtaining records of long term camp and short term camp attendance by units throughout the council to facilitate council charter renewal. Will maintain a spreadsheet to record this data, with the originals to be kept at the Scout Service Center.

KEY POLICY

In order to ensure an appropriate handling of materials and supplies and routine security, keys for Lodge equipment and materials will be controlled according to the method shown below:

- I. The museum case keys will be held: one copy for the ranger and one for the master file at the Scout Service Center.
- II. The keys for the attic of the trading post will: one copy to the ranger and one for the master file at the Scout Service Center.
NOTE: The attic of the trading post is not certified for occupancy as there is no appropriate fire exit and therefore is off limits to all scouts. Any storage must be prior approved by the Supreme Keeper of the Fire, in conjunction with recommendations of the full Council Board and the Safety Committee. NO YOUTH ARE TO HAVE ACCESS.
- III. The combination to the ceremonies shed will be distributed to: the ranger, the Scout Executive (who will be given the 'reset key'), the Vice Chief of Ceremonies, the Adult Adviser for Ceremonies, the Lodge Adviser and Lodge Chief.
- IV. Keys to the Trading Post itself will be: one to the ranger, one to the Vice Chief of the Trading Post, one to the Trading Post Adviser, one to the Lodge Adviser, and one to the Lodge Staff Adviser
- V. Keys to the OA bulletin board in the Scout Service Center will be controlled by the Scout Service Center **only**.
- VI. Barn Lockers: A series of lockers are available to the OA in the barn. Currently they are not locked since they hold torch, stakes and other such equipment. Should they need to be locked, the ranger would have a key, the Scout office would have a key, and the Adviser/Associate Adviser and the Ceremonies Adviser would have the keys.
- VII. Cash Box: Cash box containing petty cash and any incoming monies, as well as receipt books, will be kept locked and under the direct control and supervision of the Treasurer, Staff Adviser, Treasurer Adviser, or key delegate such as the Lodge Adviser, Supreme Keeper of the Fire, etc. to minimize error and potential loss of contents. If the cash box has a key, the approved key holders would be the Vice Chief of Treasury, Treasury Adviser, Lodge Adviser, Associate Adviser, and Scout Service Center.